

Request for Use of School Premises
Agreed Upon Terms for Use – If Approved

TO (Principal) _____

We seek permission to use the following school premises:

Check the Premises Requested:

Premises - \$25/hour (not to exceed \$250)

- _____ # of Classrooms Requested
 - _____ Multi-Media Center
 - _____ High School Gymnasium
 - _____ Middle School Gymnasium
 - _____ Elementary Gymnasium
 - _____ Kitchen
 - _____ Auditorium (\$250)
 - _____ Other District Space – Specify Space & Location
- _____
- _____

A school custodian shall be on duty whenever school premises are being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the premises are left in good order after the activity is over. The custodian's overtime, including clean-up time will be charged at the current hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>Hours: From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

Purpose: _____

We wish entrance to the building at (time): _____

We will vacate the building by (time): _____

We (will) or (will not) charge an admission fee.

We expect an attendance of approximately (# of people) _____

We require use of the following and understand there is a charge for such use:

- | | |
|--------------------------------------|-------------------------------------|
| _____ Stage | _____ Speakers Stand |
| _____ Special Lighting | _____ Ticket Booth |
| _____ Piano (on stage)
(On floor) | _____ Gymnasium Showers |
| _____ Projector | _____ # of Folding Chairs |
| | _____ # of Cafeteria Folding Tables |

Additional requests or comments: _____

Name of Applicant _____

Name of Adult _____
(If different from applicant)

Address _____

Home Phone _____

Business Phone _____

It is understood that School District activities have preference over outside activities in using the school premises and this request is subject to cancellation if the requested school premises are needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above mentioned school premises, and to be responsible for replacement of any **furniture, equipment or other District property used during the program or activity** in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

We also agree to the following provisions (if granted permission):

1. To be responsible for the proper supervision, control and accommodation of persons attending the activity and to ensure that attendees/participants will only access/use the sections of the building specified above and all the entrances to such buildings.
2. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, except as follows:

3. No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or similar equipment or related devices will be brought onto school premises or used in any way except as follows:

4. Written notice of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity will be provided to the District within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses and details regarding the time, place, circumstances and nature of the injury or property damage.
5. To procure and maintain throughout the term of this agreement a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (a) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by us; and (b) names the Board as an additional insured under the policy. It is understood that the policy or certificate of insurance must be presented to the District prior to the use of school premises, that such policy is considered primary, and that any insurance held by the Board that may provide protection or benefits to the Board is considered excess.

- 6. To indemnify and hold harmless the Board, its members, employers, volunteers and representatives and all persons and bodies corporate acting and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by us and our attendees/participants and for any other sums in excess of those contained in any insurance policy procured by us relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

Name of Organization/Person/Group

By: _____
Signature

Address: _____ Phone: _____

This Space for District Use Only

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES: _____

All rental and other fees are payable to the Treasurer.
Checks made payable Beaver Local Schools.

This approval is subject to certain other conditions as set forth in "Regulations for Use of Premises" in 7510 F2/Pages 1, 2 & 3.

Principal's Signature

Date

Superintendent Signature

Date

This request cannot be granted for the following reason(s):

Principal's Signature

Date

Regulations for Use of Premises

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of school premises.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited on school premises. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on school premises at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees. Additionally, the user shall provide written notice to the District of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity. The notice must be provided within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses and details regarding the time, place, circumstances and nature of the injury or property damage.

Users must procure and maintain throughout the term of their use of school premises a public risk insurance policy with a reputable insurer, with an A.M. best rating of A- or better, which: (a) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by the user; (b) names the Board as an additional insured under the policy. The user must present the policy or certificate of insurance to the District prior to the use of school premises. Such policy shall be considered primary, and any insurance held by the Board may provide protection or benefits to the Board shall be considered excess.

Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses of stages, furniture and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using school premises, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 30 minutes prior to the activity and for 15 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays or during other vacation periods shall not conflict with building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever school premises are being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the premises are left in good order after the activity is over. The custodian's overtime, including clean-up time will be charged at the current hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of District premises rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District premises. Additionally, users are responsible for the proper supervision, control and accommodation of persons attending the activity, and must ensure that attendees/participants will only access/use authorized areas of school premises, and the entrance thereto.

Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when school premises are in use. Members of audience or spectators must never stand or sit so they block exits, stairways or aisle ways.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets or other printed or auto-visual materials may be distributed unless they relate directly to the activity for which school premises are being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used by any youth over the age of 18 nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

Supervision of Rented School Premises

Each group requesting the use of District premises must use the services of a District custodian and must pay for such services.

Each group requesting the use of District premises must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District premises.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District premises.

The custodian on duty is directed not to open/provide access to school premises until the supervisor for the sponsoring group is on duty.